**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:**  <insert> **D.O.B:** <insert>

**Registered pupil at:** <insert> **Current Attendance:** <insert>

Thank you for attending the attendance contract meeting on <insert>

Please find attached a copy of the Attendance Contract Agreement signed by you and your child (where appropriate). Your views, opinions and comments and those of your child were taken into consideration at the meeting and have formed part of the agreement.

It was agreed your child's attendance will be monitored over period of 4 to 6 weeks from <insert>.

Please remember to provide the school with medical evidence if your child is absent during the review period as agreed as part of the attendance contract.

If there is no improvement and continued unauthorised absence persists during this time, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention.

Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Further information that you wish the school to consider or if you need advice and support, during the period, please do not hesitate to contact me and advise either in writing or by a phone call.

Yours sincerely

Attendance Lead

Cc: Headteacher